

**USER AGREEMENT FOR FARMERSVILLE UNIFIED SCHOOL DISTRICT- ISSUED
CREDIT CARD**

The following user agreement must be signed by all authorized employees of Farmersville Unified School District with access to a credit card.

I understand that Farmersville Unified School District has authorized my use of a district credit card for authorized business expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow:

- I will use the card issued to me only for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy by building/department needs.
- I will not use the card to obtain cash advances.
- I understand that the card is issued to me but I can designate the card to be used for my site employees for travel/conference and/or emergencies.
- I will not use the card for personal use or for any other non-district purposes.
- I understand the card shall be used for only the types of merchants approved by the school district.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card procedures adopted by the board of education.
- I understand that I will be responsible for the timely reconciliation (Monthly Bank Card Log) of all credit card transactions charged to my card.
- I understand that I am responsible for providing appropriate documentation (itemized receipts) for credit card transactions charged to the card.
- I will surrender the card to the Business Dept. in the event of my transfer within or separation from the school district.
- I understand that any charges against the credit card that are not properly identified or not allowed by the district shall be paid by me by check.
- I will immediately report any stolen or lost card to the business office.
- I will immediately report a stolen or lost card to the Bank.

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

The district shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name _____

Building/Department _____

Signature _____

Date _____